

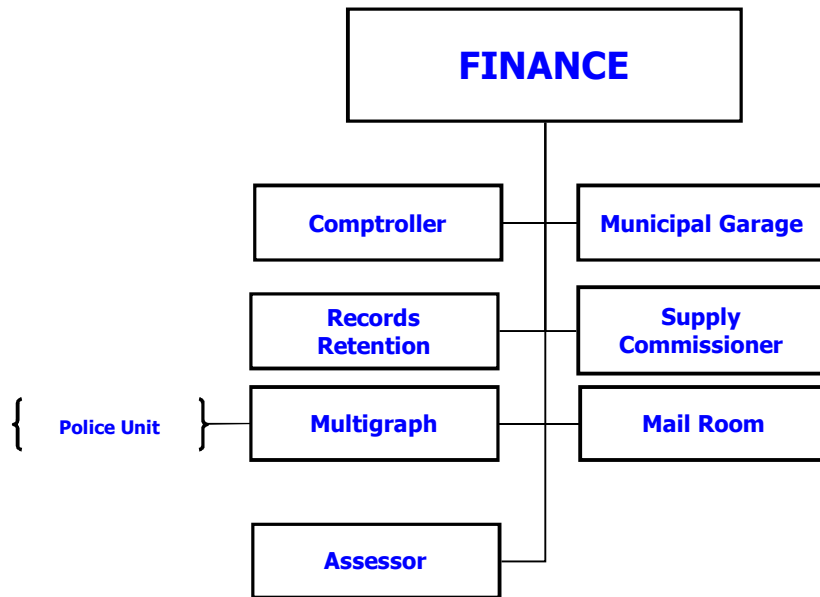
## **DEPARTMENTAL RESPONSIBILITIES**

### *GOAL: EFFICIENT AND EFFECTIVE GOVERNMENT*

- Ensure the effective monitoring of the City's fiscal affairs through a modern and efficient accounting, payroll, and auditing system.
- Provide for an effective and efficient system for assessing and collecting City revenues.
- Ensure a continuous and uninterrupted supply of materials, goods, services, and equipment to support City departments and agencies.

### *GOAL: VIBRANT AND DIVERSE ECONOMY*

- Promote a favorable environment for economic development through a judicious use of TIFs and other economic incentives.



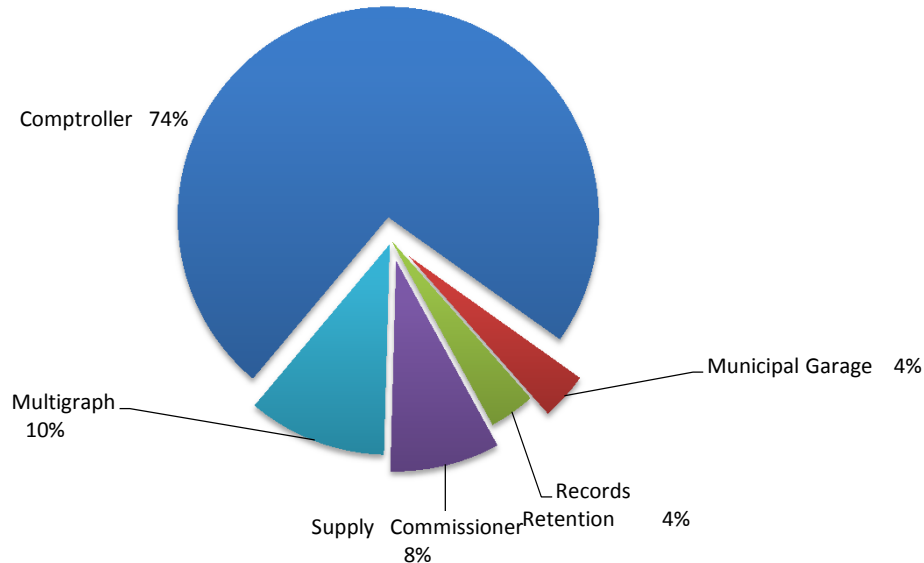
## FINANCE

BUDGET BY DIVISION	ACTUAL FY15	BUDGET FY16	BUDGET FY17
160 Comptroller	\$8,429,529	\$6,581,525	\$6,608,998
162 Municipal Garage	333,033	346,552	326,952
163 Records Retention	295,081	378,163	315,521
170 Supply Commissioner	668,919	727,600	756,175
171 Multigraph	848,750	893,570	956,480
General Fund	\$10,575,312	\$8,927,410	\$8,964,126
Lateral Sewer Fund	\$61,060	\$61,213	\$60,712
Tax Increment Financings	611,244	945,329	1,045,077
Trustee Lease Fund	0	3,874,085	3,874,085
Mail Room Service Fund	591,240	864,941	878,357
180 Assessor	4,297,659	4,348,508	4,578,929
Grant and Other Funds	62,909	221,693	225,033
<b>TOTAL DEPARTMENT ALL FUNDS</b>	<b>\$16,199,424</b>	<b>\$19,243,179</b>	<b>\$19,626,319</b>

PERSONNEL BY DIVISION	ACTUAL FY15	BUDGET FY16	BUDGET FY17
160 Comptroller	61.5	56.4	57.9
162 Municipal Garage	6.5	6.5	5.5
163 Records Retention	7.0	7.0	6.0
170 Supply Commissioner	9.7	10.0	10.0
171 Multigraph	11.0	11.0	11.0
General Fund	95.7	90.9	90.4
172 Mail Room	8.3	8.0	8.0
180 Assessor	65.0	64.0	64.0
Grant and Other Funds	21.5	23.1	23.6
<b>TOTAL DEPARTMENT ALL FUNDS</b>	<b>190.5</b>	<b>186.0</b>	<b>186.0</b>

## FINANCE

### FY17 GENERAL FUND BUDGET BY DIVISION



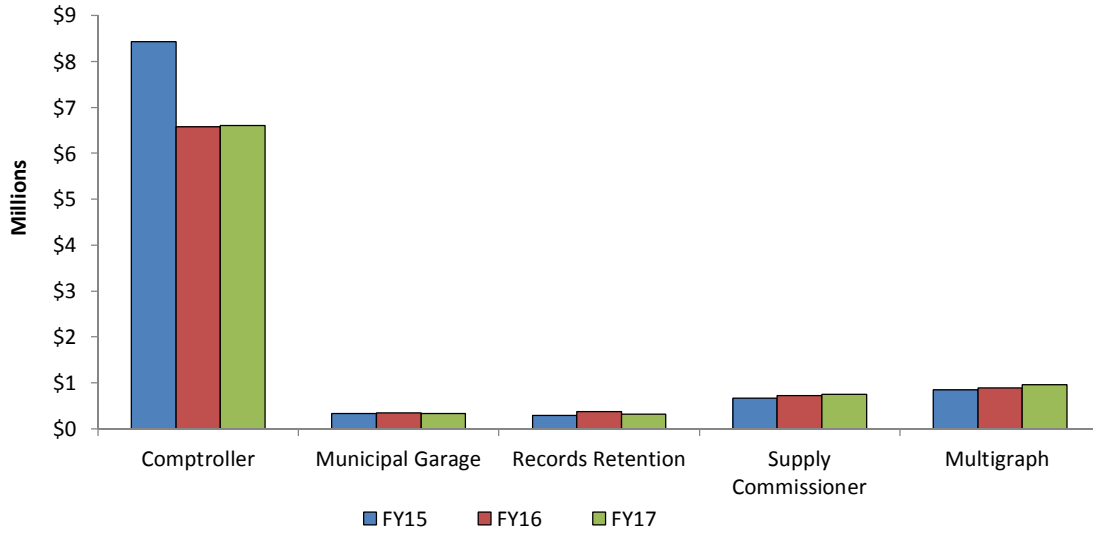
**TOTAL FINANCE BUDGET \$8.9M**

## DIVISION HIGHLIGHTS

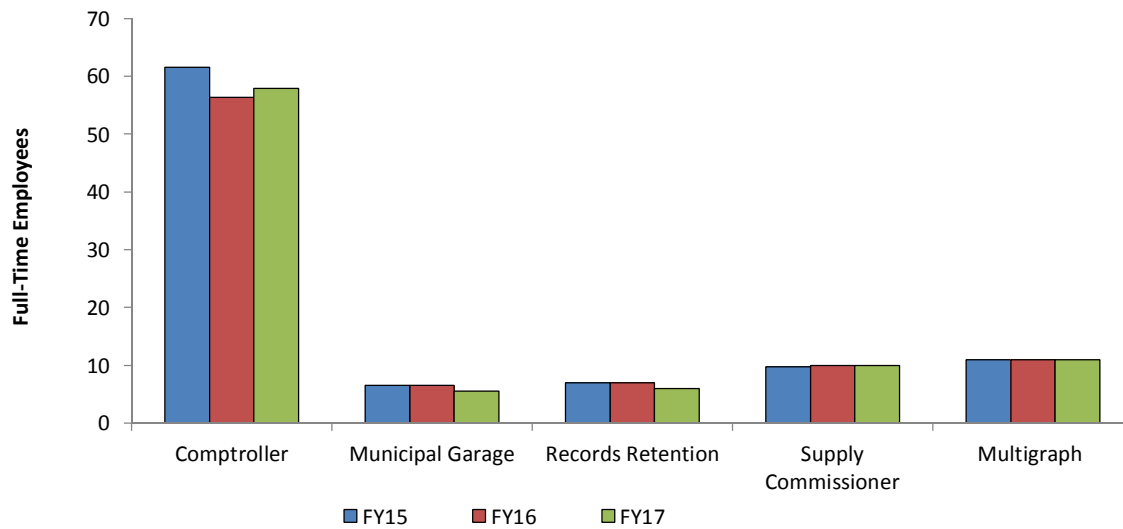
- The Comptroller will be overseeing the issuance of the \$25 million general obligation bond issue that was approved by City voters in April 2016. Passage of the issue will allow for the purchase of much-needed fire equipment and building improvements.
- There will be a complete overhaul of the roof of the Municipal Garage in FY17 to prevent leaks and fix water damage. The work is being funded with capital debt financed with revenues generated by the garage of about \$184,000 annually.
- The Assessor's Office will complete the depreciation, cost and market analyses needed for the 2017 reassessment.
- In accordance with the Mayor's Executive Order #52 on Sustainability, the janitorial contract established by the Supply Division eliminates bleach, ammonia and Styrofoam cups.

## FINANCE

### GENERAL FUND BUDGET HISTORY BY DIVISION



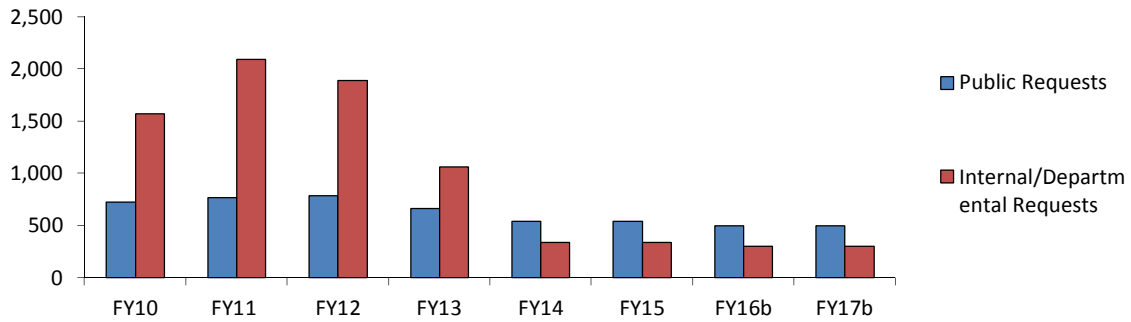
### GENERAL FUND PERSONNEL HISTORY BY DIVISION



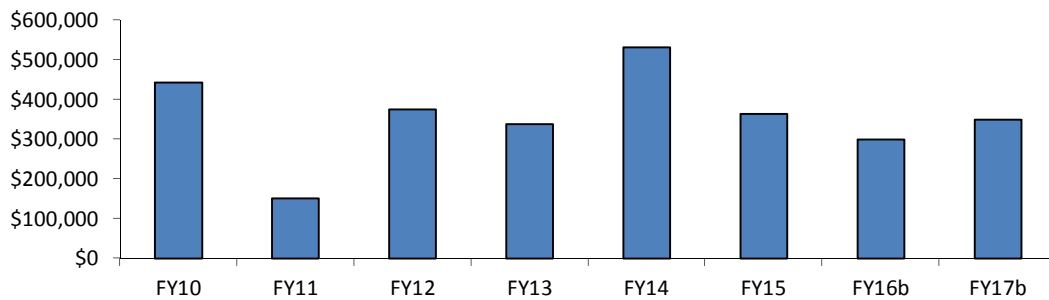
## FINANCE

### Selected Performance Measures

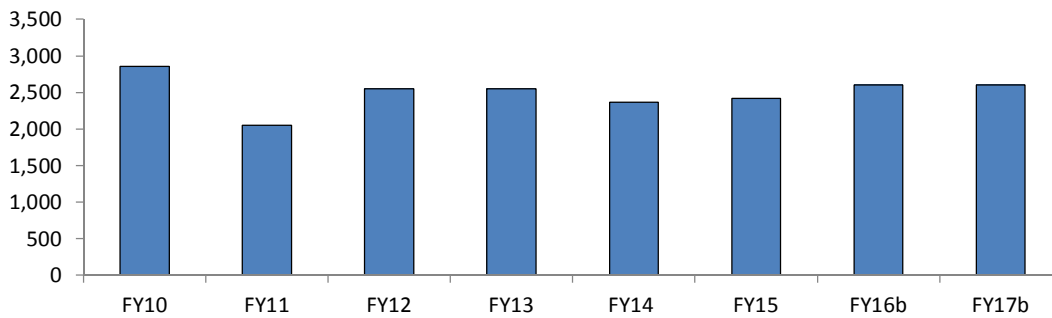
#### Records Retention Information Requests



#### Revenue From Surplus Property Sales



#### Multigraph Job Requests



**Division:** 160 Comptroller

**Program:** Ø

**Department:** Finance

## Division Budget **160**

### **MISSION & SERVICES**

The Comptroller supervises the fiscal affairs of the City. The Division is responsible for accounting, payroll, and auditing functions. The Comptroller's office manages the City's telecommunications services and oversees payment on such items as sewer bills. The Comptroller is one of three members of the Board of Estimate and Apportionment.

### **PROGRAM NOTES**

The Comptroller will be overseeing the issuance of the \$25 million general obligation bond issue that was approved by City voters in April 2016. Passage of the issue will allow for the purchase of much-needed fire equipment and building improvements. In FY17, the Comptroller's office will finish the implementation of the City's new accounting system.

### **PERFORMANCE MEASURES**

	<b>Actual FY15</b>	<b>Estimate FY16</b>	<b>Goal / Est. FY17</b>
Vouchers Processed	58,038	59,000	59,000
Government Finance Officers Assoc.			
Excellence in Financial Reporting Award	Yes	Yes	Yes

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY15</b>	<b>BUDGET FY16</b>	<b>BUDGET FY17</b>
Personal Services	\$4,584,323	\$4,009,929	\$3,912,748
Materials and Supplies	51,766	52,750	55,000
Equipment, Lease, and Assets	80,168	95,400	95,400
Contractual and Other Services	3,713,272	2,423,446	2,545,850
Debt Service and Special Charges	0	0	0
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General Fund	\$8,429,529	\$6,581,525	\$6,608,998
Local Use Tax Fund	\$0	\$0	\$0
Lateral Sewer Fund	61,060	61,213	60,712
Gateway Transportation Center	1,296,669	1,394,912	1,406,075
Tax Increment Financings	611,244	945,329	1,045,077
Trustee Leases Fund	0	3,874,085	3,874,085
G.O. Bond Fund	6,468,569	4,823,937	3,609,462
Grant and Other Funds	62,909	221,693	225,033
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<b>All Funds</b>	<b>\$16,929,980</b>	<b>\$17,902,694</b>	<b>\$16,829,442</b>

### **FULL TIME POSITIONS**

General Fund	61.5	56.4	57.9
Other Funds	21.5	23.1	23.6
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All Funds	83.0	79.5	81.5

**Division:** 162 Municipal Garage  
**Program:** Ø  
**Department:** Finance

## Division Budget 162

### **MISSION & SERVICES**

The Municipal Garage is responsible for the loaning out of City owned vehicles for official City business and maintaining vehicle title records. The Division is also responsible for the maintenance of the Municipal Garage that provides over 350 parking spaces to government employees.

### **PROGRAM NOTES**

In FY16, a safety audit was completed and most of the findings were corrected. In FY17, there will be a complete overhaul of the roof of the Municipal Garage. This repair will stop the leaking throughout the garage.

### **PERFORMANCE MEASURES**

	<b>Actual FY15</b>	<b>Estimate FY16</b>	<b>Goal / Est. FY17</b>
Vehicles Maintained for City Use	25	25	25
Loaner Vehicles Total Trips	2,945	3,000	3,000

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY15</b>	<b>BUDGET FY16</b>	<b>BUDGET FY17</b>
Personal Services	\$290,057	\$304,852	\$288,752
Materials and Supplies	8,985	9,900	9,900
Equipment, Lease, and Assets	1,417	1,500	1,500
Contractual and Other Services	32,574	30,300	26,800
Debt Service and Special Charges	0	0	0
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General Fund	\$333,033	\$346,552	\$326,952
Grant and Other Funds	\$0	\$0	\$0
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<b>All Funds</b>	<b>\$333,033</b>	<b>\$346,552</b>	<b>\$326,952</b>

### **FULL TIME POSITIONS**

General Fund	6.5	6.5	5.5
Other Funds	0.0	0.0	0.0
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All Funds	6.5	6.5	5.5



**Division:** 163 Records Retention  
**Program:** Ø  
**Department:** Finance

## Division Budget **163**

### **MISSION & SERVICES**

Records Retention is responsible for scanning documents and maintaining and providing records in the archival library. The Division provides document reproduction and general copying services to some City departments, including the production of the City's Annual Operating Plan and accompanying budget documents. Records Retention also assists City residents and archivists with historical research.

### **PROGRAM NOTES**

In FY17 Records Retention will continue a four year project to duplicate and restore over 600 rolls of historically significant microfilm for archival purposes.

<b><u>PERFORMANCE MEASURES</u></b>	<b>Actual FY15</b>	<b>Estimate FY16</b>	<b>Goal / Est. FY17</b>
Public Requests (Drop-in)	541	500	500
Internal / Departmental Requests	340	300	300

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY15</b>	<b>BUDGET FY16</b>	<b>BUDGET FY17</b>
Personal Services	\$261,419	\$299,163	\$263,521
Materials and Supplies	5,599	10,000	10,000
Equipment, Lease, and Assets	24,164	37,000	37,000
Contractual and Other Services	3,899	32,000	5,000
Debt Service and Special Charges	0	0	0
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General Fund	\$295,081	\$378,163	\$315,521
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$295,081</b>	<b>\$378,163</b>	<b>\$315,521</b>

### **FULL TIME POSITIONS**

General Fund	7.0	7.0	6.0
Other Funds	0.0	0.0	0.0
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All Funds	7.0	7.0	6.0

**Division:** 170 Supply Commissioner  
**Program:** Ø  
**Department:** Finance

## Division Budget **170**

### **MISSION & SERVICES**

The purpose of the Division is to ensure a continuous supply of materials, goods, services and equipment for City agencies through competitive bids and contracts. The Division is responsible for the procurement of all supplies, equipment, and related maintenance and selected services for City agencies. The Division processes approximately 2,900 purchase orders annually and administers approximately 200 purchase contracts. Approximately 50 surplus bids are administered each year.

### **PROGRAM NOTES**

In FY16 the Supply Division made bids available on their website and sent bid documents via email in order to increase competition and savings to the departments. In FY17 Supply will continue working with the Comptroller's Office as they implement a new accounting/purchasing/payroll and human resources system in July 2016.

### **PERFORMANCE MEASURES**

	<b>Actual FY15</b>	<b>Estimate FY16</b>	<b>Goal / Est. FY17</b>
Purchase Orders Processed	3,374	3,300	3,300
% Minority Business Participation	6.2%	7.0%	25.0%
Revenue From Surplus Property Sales	\$ 364,390	\$ 300,000	\$ 350,000

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY15</b>	<b>BUDGET FY16</b>	<b>BUDGET FY17</b>
Personal Services	\$659,317	\$713,900	\$742,475
Materials and Supplies	3,979	4,000	4,000
Equipment, Lease, and Assets	5,089	5,500	5,500
Contractual and Other Services	534	4,200	4,200
Debt Service and Special Charges	0	0	0
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General Fund	\$668,919	\$727,600	\$756,175
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$668,919</b>	<b>\$727,600</b>	<b>\$756,175</b>

### **FULL TIME POSITIONS**

General Fund	9.7	10.0	10.0
Other Funds	0.0	0.0	0.0
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All Funds	9.7	10.0	10.0

**Division:** 171 Multigraph  
**Program:** Ø  
**Department:** Finance

## Division Budget **171**

### **MISSION & SERVICES**

To provide quality printing and graphic design support to all City agencies in a cost-effective and efficient manner. The Section provides various printed material such as forms, brochures, letterhead, business cards, envelopes and informational materials requested by City agencies. It is responsible for writing specifications and bids for specialized printing to private contract vendors for printing services not available in-house.

### **PROGRAM NOTES**

In FY16 Multigraph increased the usage of paper products manufacturer with at least 30% recycled fiber and filled a vacant Graphic Designer position. In FY17 Multigraph will work with Facilities to collect and recycle toner cartridges.

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY15</b>	<b>BUDGET FY16</b>	<b>BUDGET FY17</b>
Personal Services	\$616,856	\$651,570	\$677,618
Materials and Supplies	102,016	110,000	110,000
Equipment, Lease, and Assets	48,114	31,000	65,862
Contractual and Other Services	81,764	101,000	103,000
Debt Service and Special Charges	0	0	0
General Fund	\$848,750	\$893,570	\$956,480
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$848,750</b>	<b>\$893,570</b>	<b>\$956,480</b>

### **FULL TIME POSITIONS**

General Fund	11.0	11.0	11.0
Other Funds	0.0	0.0	0.0
All Funds	11.0	11.0	11.0

**Division:** 171 Multigraph  
**Program:** 01  
**Department:** Finance

## Division Budget **171-01**

### **MISSION & SERVICES**

To provide quality printing and graphic design support to all City agencies in a cost-effective and efficient manner. The Section provides various printed material such as forms, brochures, letterhead, business cards, envelopes and informational materials requested by City agencies. It is responsible for writing specifications and bids for specialized printing to private contract vendors for printing services not available in-house.

### **PROGRAM NOTES**

In FY17 Multigraph will develop a method and procedures to allow customers to order printing via a web-based program.

### **PERFORMANCE MEASURES**

	<b>Actual FY15</b>	<b>Estimate FY16</b>	<b>Goal/Est. FY17</b>
Printing Job Requests	2,419	2,600	2,600
Jobs Completed On Schedule	99.0%	98.0%	100.0%

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY15</b>	<b>BUDGET FY16</b>	<b>BUDGET FY17</b>
Personal Services	\$487,447	\$534,402	\$556,294
Materials and Supplies	102,016	110,000	110,000
Equipment, Lease, and Assets	48,114	31,000	65,862
Contractual and Other Services	81,764	101,000	103,000
Debt Service and Special Charges	0	0	0
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General Fund	\$719,341	\$776,402	\$835,156
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$719,341</b>	<b>\$776,402</b>	<b>\$835,156</b>

### **FULL TIME POSITIONS**

General Fund	9.0	9.0	9.0
Other Funds	0.0	0.0	0.0
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All Funds	9.0	9.0	9.0

**Division:** 171 Multigraph  
**Program:** 02 Police Unit  
**Department:** Finance

## Division Budget **171-02**

### **MISSION & SERVICES**

Multigraph's Police Unit will provide printing and graphic design services to support the mission of the St. Louis Metropolitan Police Department.

### **PROGRAM NOTES**

In FY17 unused equipment from the Police Department shop will be transferred to the Multigraph office at 1520 Market to replace 40-year old offset printing presses.

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY15</b>	<b>BUDGET FY16</b>	<b>BUDGET FY17</b>
Personal Services	\$129,409	\$117,168	\$121,324
Materials and Supplies	0	0	0
Equipment, Lease, and Assets	0	0	0
Contractual and Other Services	0	0	0
Debt Service and Special Charges	0	0	0
General Fund	\$129,409	\$117,168	\$121,324
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$129,409</b>	<b>\$117,168</b>	<b>\$121,324</b>

### **FULL TIME POSITIONS**

General Fund	2.0	2.0	2.0
Other Funds	0.0	0.0	0.0
All Funds	2.0	2.0	2.0

**Division:** 172 Mail Room  
**Program:** Ø  
**Department:** Finance

## Division Budget **172**

### **MISSION & SERVICES**

The Mail Room strives to provide the most efficient total mail service at the maximum savings to our user departments.

The Mail Room coordinates both outgoing City mail and mail between City offices. Services provided by the Mail Room include, but are not limited to: a mail inserting service, a parcel / courier delivery service with three drive routes running twice daily delivery service to most departments, and "Rush" service.

### **PROGRAM NOTES**

In FY17, the department will work to reduce usage of unnecessary office supplies and increase the volume of materials recycled.

<b><u>PERFORMANCE MEASURES</u></b>	<b>Actual FY15</b>	<b>Estimate FY16</b>	<b>Goal/Est. FY17</b>
Total Pieces Delivered	556,555	514,886	566,375
Interdepartmental Mail	36,051	38,826	42,709

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY15</b>	<b>BUDGET FY16</b>	<b>BUDGET FY17</b>
Personal Services	\$303,629	\$362,941	\$375,557
Materials and Supplies	4,307	14,100	14,100
Equipment, Lease, and Assets	1,868	8,000	8,800
Contractual and Other Services	281,436	479,900	479,900
Debt Service and Special Charges	0	0	0
Mail Room Services Fund	\$591,240	\$864,941	\$878,357
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$591,240</b>	<b>\$864,941</b>	<b>\$878,357</b>

### **FULL TIME POSITIONS**

General Fund	0.0	0.0	0.0
Other Funds	8.3	8.0	8.0
All Funds	8.3	8.0	8.0

**Division:** 180 Assessor  
**Program:** Ø  
**Department:** Finance

## Division Budget **180**

### **MISSION & SERVICES**

The Assessor's mission is to assess all property to fairly reflect market value and to accurately record and provide real estate and personal property information to customers in a courteous manner. In every odd numbered year, the Assessor will assess all real property located within the City.

### **PROGRAM NOTES**

In FY16, the Assessor started scanning real estate maintenance forms and created a new sales database for commercial property as part of an effort to update office technology. In FY17 the Assessor will continue upgrading technology and will complete the depreciation, cost and market analyses needed for the 2017 reassessment.

<b><u>PERFORMANCE MEASURES</u></b>	<b>Actual FY15</b>	<b>Estimate FY16</b>	<b>Goal / Est. FY17</b>
Residential Real Estate Inspections	17,028	22,000	14,000
Commercial Real Estate Inspections	6,162	3,000	2,000
% Residential Structures Inspected	16.0%	20.0%	13.0%
% Commercial Structures Inspected	41.0%	20.0%	13.0%

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY15</b>	<b>BUDGET FY16</b>	<b>BUDGET FY17</b>
Personal Services	\$3,714,151	\$3,786,378	\$3,987,379
Materials and Supplies	30,883	31,100	31,100
Equipment, Lease, and Assets	3,572	5,000	5,060
Contractual and Other Services	549,053	526,030	555,390
Debt Service and Special Charges	0	0	0
Assessment Fund	\$4,297,659	\$4,348,508	\$4,578,929
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$4,297,659</b>	<b>\$4,348,508</b>	<b>\$4,578,929</b>

### **FULL TIME POSITIONS**

Other Funds	65.0	64.0	64.0
All Funds	65.0	64.0	64.0